



YWCA Women's Equality Day Resource Fair!

Wednesday, August 26, 2009 from 5:30 p.m. – 8:00 p.m.

Registrations are due by July 30, 2009

The registration fee for forms received after this date is \$25.00.

Registrations are non-refundable.

Please mail this form and your check for \$15.00 to:

Mary Jo Raffety, Outreach Director
YWCA Northeast Indiana
1610 Spy Run Avenue
Fort Wayne, IN 46805-4033

For more information, please contact Mary Jo Raffety at 424-4908, extension 260 or mraffety@ywcaerew.org.

Name of Organization: _____

Mailing Address: _____

City, State, Zip: _____

Contact Person: _____

Phone (office): _____ Phone (cell): _____

Email Address: _____

I will need power at my table: Yes No (This option is available to the first 10 registrants only.)

Please note the following:

- The Resource Fair will be held in the Allen County Public Library's Great Hall (downtown Fort Wayne).
- You can begin setting up at 3:00 p.m. You should have your table completely set up by 5:00 p.m. The event will run from 5:30 to 8:00 p.m. All vendors must have their tables cleared by 8:45 p.m. The library will take care of putting away the tables and chairs.
- If you have a large quantity of items for your table, you will need to bring them in at the receiving dock, located off of Washington Blvd. Go to the first overhead door.
- The Library will provide the tables and chairs. The Library will set them up after 1:00 p.m. the day of the event. Each registrant will have one 6-foot or 8-foot table and one or two chairs, to be determined by the Library based on availability of these items and space.
- **The Library has a strict policy that no helium balloons are allowed in the Great Hall.**
- No signs are permitted on the library walls. Restrict your items to the table space.
- Limited power is available in the Great Hall. Please let us know if you will need power. One outlet per vendor, please.
- The library does not allow the sale of merchandise in their building. The purpose of this event is only to dispense information about your organization and the work you do to benefit women and families.
- Parking is free to library card holders. You will need to present your library card to receive the free parking.